

Personnel

**AIR INTELLIGENCE AGENCY SECURITY
EXCELLENCE AWARD PROGRAM**

This publication implements AFPD 36-28, *Awards and Decorations Programs*. This instruction provides guidance and procedures for the administration of the Air Intelligence Agency's (AIA) Security Excellence Award Program. It identifies criteria, eligibility requirements, and submission format for the award. This instruction applies to all AIA activities and supported activities worldwide. This instruction also applies to AIA-gained Air National Guard (ANG) and Air Force Reserve (AFRES) units. COMPLIANCE WITH THIS PUBLICATION IS MANDATORY.

This is the initial publication of AIAI 36-2807. It revises Electronic Security Command Regulation (ESCR) 900-28 Electronic Security Command's Unit Security Award Program. AIA-supported activities and AIA-gained ANG or AFRES units are now eligible to nominate personnel for the award. Specific HQ AIA directorates are identified as program managers (PM) for specific disciplines. Each PM is charged with the responsibility of providing a panel member for the selection process. This publication revises the award nomination format to include the use of the AF Form 1206 Nomination for Award. Attachment 1 to AIAI 36-2807 contains specific guidance for preparing the AF Form 1206.

1. Program Objective. The AIA Security Excellence Award Program recognizes the collective efforts of all personnel involved in the unit's security programs. The program annually recognizes the AIA unit with the best overall security program incorporating the several security disciplines.

1.1. **Evaluation Period.** The fiscal year (1 October through 30 September) is the evaluation period.

2. Responsibilities:

The commander or designated representative publicizes the program.

The HQ AIA Information Security Division (HQ AIA/SOC) oversees the award program.

2.3. Each HQ AIA directorate that serves as program manager (PM) for one of the security disciplines, provides a member for the command selection board to evaluate nomination packages. Each PM representative evaluates each package, with additional points given to the submissions that rate first, second, and third in their given area.

3. Selection Criteria. The command selection board evaluates submissions encompassing the following security disciplines. Each discipline is followed by the PM.

3.1. **Computer Security (COMPUSEC).** COMPUSEC is controlling access to computer systems and safeguarding magnetic media. The Intelligence Systems Group, Mission Support Squadron, Information Protection Flight (ISG/MSS/PI) is the PM for COMPUSEC.

3.2. **Emissions Security (EMSEC)/TEMPEST (Study of Compromising Emanations).** EMSEC/TEMPEST is implementing security measures that reduce or eliminate electronic vulnerabilities. ISG/MSS/PI is the PM for EMSEC/TEMPEST.

3.3. **Communications Security (COMSEC).** COMSEC is applying administrative and electronic measures to prevent adversaries from gaining mission information from our communications. The ISG/MSS/PI Certification Element (ISG/MSS/PIA) is the PM for COMSEC.

3.4. **Security Awareness, Training, and Education (SATE).** SATE is single, integrated security education, awareness, and training effort covering the COMSEC, COMPUSEC, and TEMPEST/EMSEC disciplines. ISG/MSS/PI is the PM for SATE.

3.5. **Information, Personnel, Industrial, and Physical Security.** Information, personnel, industrial, and physical security protecting priority resources and controlling access to classified material. HQ AIA/SOC, HQ AIA

Personnel Security Division (HQ AIA/SOP), and HQ AIA Security Operations Division (HQ AIA/SOX) are the PMs for Information, Personnel, Industrial, and Physical Security.

3.6. **Operations Security (OPSEC).** OPSEC is the process of denying potential adversaries information about our capabilities and intentions. The Air Force Information Warfare Center, Combat and Control Warfare Operations Division (AFIWC/OSW) is the PM for OPSEC.

4. **Nomination Procedures.** Prepare an Air Force Form 1206, Nomination for Award, with the headings and format in attachment 1. Submit nomination packages endorsed by the commander to the Headquarters Air Intelligence Agency, Security Office (HQ AIA/SO), 102 Hall Blvd, Ste 254, San Antonio TX 78243-7026, to arrive not later than 15 September of each year. The selection board will not consider nominations received after 1 October.

5. **Award Presentation.** The AIA Security Excellence Trophy, a transitory award, is presented by the AIA Commander (HQ AIA/CC) or designated representative to the unit commander during the annual AIA Commander's Conference. A commemorative plaque for permanent display at the unit is also awarded at that time. The Security Excellence Trophy is returned to HQ AIA Security Office by 1 September of the year following the presentation.

ROBERT P. EGGER
Chief of Security

Attachment 1
Sample Nomination for Award
Nomination For Award

NOMINATION FOR AWARD		
AWARD	CATEGORY	AWARD PERIOD
RANK/NAME OF NOMINEE <i>(Last, First, Middle Initial)</i>		SSN
DAFSC/DUTY TITLE		
MAJCOM	UNIT/OFFICE SYMBOL/STREET ADDRESS	
BASE/STATE/ZIP CODE	TELEPHONE <i>(DSN & Commercial)</i>	
RANK/NAME OF UNIT COMMANDER <i>(Last, First, Middle Initial)</i>		
<p>SPECIFIC ACCOMPLISHMENTS <i>(Use single-spaced, bullet format)</i></p> <p style="text-align: center;">NOMINATION FORMAT FOR</p> <p style="text-align: center;">AIA SECURITY EXCELLENCE AWARD (AF Form 1206)</p> <p>NOTE: Appropriately mark award packages containing classified information.</p> <p>Part I. Unit Accomplishments. Using the bullet format, address specific unit security accomplishments within the disciplines that follow.</p> <ul style="list-style-type: none"> A. Computer Security (COMPUSEC). B. Communications Security (COMSEC). C. Emissions Security (EMSEC)/Study of Compromising Emanations (TEMPEST). D. Security Awareness, Training, and Education (SATE). E. Information, Personnel, Physical, and Industrial Security. F. Operations Security (OPSEC). <p>Part II. Special Circumstances. Under this heading, present any significant activities that were not encompassed under one of the particular disciplines. Identify facts that had a definable impact on unit security. Also list any formal recognition (letters, citations, results of Defense Intelligence Agency or major command inspections, trophies, etcetera) that acknowledged particular excellence of the unit security program.</p> <p>Part III. Unit Commander Endorsement.</p>		

AF FORM 1206, APR 95 (EF-V1) *(PerFORM PRO)*

PREVIOUS EDITION IS OBSOLETE.

Supersedes ESCR 900-28, 21 June 1991.
OPR: HQ AIA/SO (Mr. Robert P. Egger)

HQ AIA/SOCD (MSgt J. B. Case, III)
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HQ USAF/SFI(1); AUL/LSE (1);
TSS/ADW (2); HQ AIA/SO (5)

ATTACHMENT 2**Sample Evaluation Sheet for the AIA Security Excellence Award Program**

Unit: _____

Panel Member: _____

A2.1. Evaluator Guidelines:

A2.1.1. Evaluate achievements gauging the impact of the accomplishment on the organization and the overall security program.

A2.1.2. Select your top three packages. Assign point values as follows: 1st place, 25 points; 2d place, 15 points; and 3d place, 5 points.

A2.1.3. Place an asterisk (*) next to the unit that has the most significant accomplishments in your area of expertise. This may or may not be your number 1 choice. This selection is worth an additional 7.5 points.

A2.1.4. Enter your point totals on the overall score sheet which lists all competing units.

A2..2. Units:

XX XX _____

XX XX _____

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A2.3. Remarks: